Process Name: Training and Employee Development	**Process Identifier:** TR
Sub-Process Name: Out-Service Training	**Sub-Process Identifier**: TR 3

Sub-Process Purpose and Objectives: Employee is sent out of state or through an outside vendor. Training requirements cannot be met within State system.

Sub-Process Description:

The State uses SEIS & manual processes to track the training.

Training is either identified by the Agency or by the employee. If an employee is requesting the class, that employee fills out Form FA0633 (Request for Out Of State Travel/Training). Once completed, the employee submits the form to the Agency for approval. If the request was approved it is forwarded to Employee Development (ED). ED reviews for approval and then if approved, ED enters the Travel & Training information into SEIS. ED also updates a logbook. An approved Form FA0633 is then sent to the Agency. If the request was denied by the ED, then ED sends the Agency a deny notification and returns the form.

Sub-Process Trigger(s):
- Need for Training not provided by ED

Key Sub-Process Participants:
- Employees
- Agencies
- Employee Development

Inputs:

Input	Format	Volume/Time	Suppliers
Form FA0633	Manual	2016 were trained in FY 01-02	Agency

Process Name: Training and Employee Development	**Process Identifier:** TR
Sub-Process Name: Out-Service Training	**Sub-Process Identifier**: TR 3

Outputs:

Output	Format	Volume/Time	Recipients
Approved Form	Manual		Agency
Deny Notification	Manual		Agency

Performance Measures Tracked:

Measure	Approx. Value	Target Value
None		

Laws, Regulations, and Policies That Govern Sub-Process:
T.C.A. 8-30-202, T.C.A. 8-30-203, T.C.A. 8-30-204 and T.C.A. 8-30-205

Current Sub-Process Issues/Problems:

1.) Paper intensive
2.) High level of approvals
3.) Manual approval process
4.) Form FA0633 is used for multiple things outside of training

Improvement Opportunities:		
Opportunity *Merge cells to link one Opportunity to multiple impacts)*	**Organizational Impacts** *(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)*	
Automation of the entire process		

Applications that Support the Sub-process	
Application Name(s) *(Internal name and vendor's name)*	**Technology Description** *(Programming vendor, language, platform, database, etc.)*

Process:	Training & Career Development	File:	TR-1.vsd
Sub-Process:	TR 3 - Out-Service Training	Date:	09/19/02
Prepared By:	Salvaggio, Teal and Associates	Page:	1/1

Agency

Training Need → Training Coordinator Form FA0633 (Req For Out Of State Travel/Training) → Approve?

Deny Notification Form & Returned FA0633

Approved FA0633

No

Employee

Training Need → Fills Out Form FA0633 (Req For Out Of State Travel/Training)

End

Yes

Employee Development

Approve? → Yes → Travel/Training Information Entered → Log Book

Administrative Services

SEIS

Update